



Announcement #00-02

April 28, 2000
P o s i t i o n

NOTICE OF POSITION VACANCY
UNITED STATES PRETRIAL SERVICES OFFICE
UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ILLINOIS

POSITION TITLE: Administrative Operations Supervisor

DUTY STATION: Chicago, Illinois

STARTING SALARY RANGE: CL 27 (\$34,930-\$56,804)

CLOSING DATE: Open until filled

POSITION OVERVIEW

This position is located in the Pretrial Services Office in Chicago, IL. The Administrative Operations Supervisor will report directly to the Deputy Chief and will work as part of the management team, helping to develop and implement policies and procedures necessary for successful operation of key organization support functions. The incumbent administratively and technically supervises full-performance employees on a day-to-day basis.

REPRESENTATIVE DUTIES:

- S** Process all personnel status changes and reconcile the Personnel Projection System [PPS] data;
- S** Maintain staff leave database;
- S** Manage day to day operation of the in-house urinalysis laboratory and supervise the laboratory technician. Will require ability to successfully meet certification requirements for operation of EMIT testing equipment;
- S** Manage the agency's workload data collection and reporting procedures in Probation Automated Case Tracking System [PACTS] and supervise the data quality analysts in the performance of their respective duties;
- S** Supervise office support staff and related duties of mail processing, case file set up and visitor management.
- S** Responsible for identifying areas of need and conducting training for both support and professional staff.

MINIMUM QUALIFICATIONS: To qualify for the position at the starting salary the incumbent must have one year specialized experience equivalent to the next lower level (CL- 25). Specialized experience in progressively responsible administrative or supervisory capacity which provided the opportunity to acquire skill in dealing with others, the ability to exercise mature judgement, and knowledge of the basic concepts of managerial policies. Preference will be given to applicants who have supervisory or project management experience in a court setting.

Applicant will be subject to a background criminal history check before employment offer is made. All new employees are subject to a 12-month probationary period from date of hire.

BENEFITS: Employees of the United States Pretrial Services Office are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and are entitled to most of the same benefits as other federal government employees. Some of the benefits are:

- S** Up to 13 days paid vacation per year for the first 3 years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service.
- S** Mandatory participation in the federal retirement system and social security program.
- S** Optional participation in the federal health insurance program of your choice.
- S** Optional participation in a group life insurance program.
- S** A minimum of 10 paid holidays per year.
- S** Excellent opportunities for grade increases based upon performance.

When computing leave accrual and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

TO APPLY: Application must be made on government application form OF612 or SF171. To request an application, please contact the office as noted below.

U.S. Pretrial Services Office
219 S. Dearborn Street Suite 15100
Chicago, IL 60604-1706
(312) 435 - 5870
or
(312) 408 - 7771 (Job Information Line)

Return the completed application to the same address, Attention: Chief Pretrial Services Officer

THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER